AIA Document F104™ – 2024

**®**

***Purchase Order***

**PURCHASER:** *(name and address)* **VENDOR:** *(name and address)* **FACILITY:** *(name and address)*

 Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

# PURCHASE ORDER INFORMATION:

Number: *Click or tap here to enter text.*

Date: *Click or tap here to enter text.*

# IDENTIFICATION OF GOODS

The Vendor agrees to provide the following goods to the Purchaser:

(Insert a list of goods to be provided by the Vendor, including details for identification, such as manufacturer, model name and number, product features and options, and quantities for each, or identify a separate exhibit that includes such information.)

 Click or tap here to enter text.

# PRICE

The Purchaser shall pay the Vendor the following amount for the goods provided under this Purchase Order:

(Insert the price the Purchaser is to pay the Vendor and a breakdown of pricing in terms of prices for individual goods, delivery, incidental services, and taxes.)

 Click or tap here to enter text.

# PAYMENTS

The Purchaser shall pay the Vendor according to the following payment terms:

(Insert payment terms, such as invoice and payment due dates, deposit requirements, and discounts, if any.)

 Click or tap here to enter text.

# DELIVERY

Unless otherwise indicated below, the Vendor shall deliver the goods to the Facility address listed in this Purchase Order. The Vendor’s additional delivery requirements are:

(If the Vendor is required to deliver the goods to an address other than the Facility address listed in this Purchase Order, indicate so below. Also, insert additional delivery requirements, such as delivery date or range of dates, hours of delivery, split delivery, inside delivery, unpackaging requirements, or receiving instructions.) Click or tap here to enter text.

# OTHER REQUIREMENTS OR TERMS CONTRACT DOCUMENTS

The Contract Documents consist of:

1. This Purchase Order and all documents or exhibits referenced herein
2. AIA Document F104™-2024, Exhibit A - Terms and Conditions
3. Other:

## SIGNATURE of the Purchaser’s Authorized Representative SIGNATURE of the Vendor’s Authorized Representative

Click or tap here to enter text.Click or tap here to enter text.

## Purchaser’s Authorized Representative

***(Print Name and Title)***

## Vendor’s Authorized Representative

***(Print Name and Title)***

Click or tap here to enter text. Click or tap here to enter text.

# DATE DATE

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**User Notes:** (3B9ADA37)

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